

Calendar Listing Policy

Policy for accepting calendar items, APA California Northern.

As a valuable service to members of APA California Northern Section, *Northern News* and the eNews publicize professional and social events of relevance or interest to the planning profession. The following criteria apply when listing events in the Northern News and eNews calendars (at no cost to the listing entity), whether the events are sponsored or cosponsored by APA or by allied or compatible organizations.

Events other than those offering CM credits must be:

1. Directly relevant to the practice of city or regional planning and/or related professions in Northern California; and
2. Local (i.e., must occur in the counties served by Northern Section) or reasonably accessible to Northern Section members; and
3. Affordable (free or low in cost) to Northern Section members. In general, "low cost" means less than \$120 for a single day event (proportionately less for shorter events).

Events offering CM credits:

The calendars will list events which have been submitted or approved for AICP Certification Maintenance (CM) credits provided they charge no more than \$20 per CM credit.

All calendar listings must be submitted in writing to the [Administrative Director](#) no later than the Monday prior to the deadlines established for the respective newsletters (see schedule) and will be subject to editing for brevity and format. Persons or organization seeking to place a calendar item in the APA California Northern News or eNews will be responsible for verifying the deadlines and providing a timely proposed calendar listing.

This policy does not preclude organizations from placing paid advertisements for events in the Northern News or eNews. Providers of higher-priced courses and workshops are encouraged to purchase an ad offering incentives such as lower registration rates for Section members and opportunities for Northern Section to promote APA membership. Contact APA California Northern's [Advertising Director](#) for information and rates.

Adopted: March 4, 2011